

STEPS FOR PROCESSING QUESTIONS FOR THE RECORD

I M P O R T A N T	Who	Action	Location	Contact
	AO Very Important to work with Army counterpart early in process.	<p>1. While preparing answers, work with relevant TRADOC staff and your Army counterpart – e.g., DCSOPS, DCSPER, ASA(M&RA) -- to learn their position.</p> <p>2. Formally coordinate (E-mail is recommended) with TRADOC staff (including Congressional Activities Directorate) and Army staff.</p>	HQ TRADOC and Pentagon or D.C. area	TRADOC staff, Army staff or secretariat
1	AO	Get security review. Show source of info to help verify classification.	Security Director, DCSINT, Bldg 133	Michael Schroer, 757-788-2315
2	AO	Get approval of your director and DCS (General Officer or SES must actually sign the coordination sheet).	Lead Staff Office	DCS or SES for whom you work
3	AO	IF relating to US Army Reserve or Army National Guard	DAAR-ZX - 3E390 NGB-ZA - 2E394	703-695-4733 703-695-6987
4	AO	IF response recommends or comments on legal matters coordinate with General Counsel and Judge Advocate General	SAGC - 2E722 DAJA-AD - 1E738	703-697-9235 (XO) 703-588-6752 (Admin Law Div)
5	AO	Provide final QFR and coordination sheet electronically (annotated with names who concurred) to ACSOPS, Congressional Activities Directorate. Also provide copy of actual signatures of the security review and GO or SES approval.	TRADOC, Building 133, Room 121	Georgene Huggett & Donna Cockrum 757-788-3682 or 3470
6	LO M C A O N O D R A D T I O N R A Y T I O N	Budget Liaison (BUL) within Army Budget Office and each appropriate office, depending on content:	SAFM-BUL - 3A652 One or all of following, depending on content.	703-697-7168
		<ul style="list-style-type: none"> Investment Operations and Support Business Resources Management and Control 	SAFM-BUI - 3C652 SAFM-BUO - 3B666 SAFM-BUR - 3B671 SAFM-BUC - 3A670	703-697-5050 703-697-1947 703-697-5706 703-697-3231
		Program, Analysis, and Evaluation Directorate CACO	DACS-DP Room 3C738	703-697-8631 or 2832
		Office, Chief of Legislative Liaison (Programs Division, Policy Branch)	SALL-P - 2D643	Person assigned to cover hearing DSN 227-6245
7	CAD with LO assist	Deliver both paper and electronic copies to OCLL, DACS-CAD, or SAFM-BUL	Pentagon	Person assigned to cover hearing
8	Army	Deliver to Committee	Capitol Hill	Committee Staff

AO = Action Officer

LO = TRADOC Liaison Office

CAD = Congressional Activities Directorate